

INSTRUCTIONS ON COMPLETING FCC Form A-600 THE FCC CONTRACT PERSONNEL RECORD

The FCC has developed this form, A-600, the FCC Contract Personnel Record, to document certain necessary risk and sensitivity information for the FCC, Security Operations Center (SOC).

The FCC Form A-600 has three sections; to be completed by the Contractor's Program or Project Manager, the Contracting Officer and/or (COTR), and the Contract Personnel.

Sections A and B may be completed electronically then printed. Section C of the printed form must be completed by the individual contractor at the time of their SOC in-processing.

A: Program Manager:

2. **Contractor Name:** This should be as it will appear on the ID badge
3. **Position Title:** Should be exact and include levels (i.e., I, II, III, IV), if applicable.
4. **Security Clearance Required for Position:** This confirms that a Secret or Top Secret access level is required for the position duties. Most contractor positions do not require this access level.
5. **Contractor Company Name:** Must be as it appears on the contract.
6. **Sub-Contractor Name:** If any, listed here.
7. **New/Replacement/Reassigned:** Check appropriate box, you must specify a date, if a reassignment.

B: Contracting Officer/COTR:

9. **New Statement of Work?** If YES, a copy must be forwarded to the SOC, specify a date.
10. **Funding Source:** Indicate percent funded by Auctions, if any.
11. **Contract/Purchase Order Number(s)**
12. **Task Order Number**
14. **Task Description:** May be the title of the contract or statement of work.
15. **Description of Duties:** This is very important. Please be brief and to the point.
16. **ADP/Computer Access:** Contract Personnel must have completed FCC Form A-200 before they can be granted access to the FCC network. A copy of the completed A-200 must be submitted to the SOC, specify date. Their level of access will depend on the details of the task.
17. **To be completed by SOC.**

C: Contractor Personnel:

18. **FCC Location:** The physical location, if known, of the contractor personnel.
19. **Contractor Personnel Agreement to Submit to Out-Processing:** Printed name and signature that the statement has been read. To be initialed and dated at the time of In- Processing.

The SOC will complete the remaining form in order to determine final placement. SOC will confer with the COTR and/or the Contractor's Program/Project Manager for assistance in completing the FCC Contractor Position Designation Record Justification form.

PRIVACY ACT STATEMENT

The Federal Communications Commission (FCC or Commission) is authorized to request this information under 5 U.S.C. Sections 1302, 2951, 3301, 3372, 4118, 8347, and Executive Orders 9397, 9830, and 12107. This form is for contract personnel working for the Commission. If necessary, and usually in conjunction with another form or forms, this form may be used in conducting an investigation to determine your suitability or your ability to hold a security clearance, and it may be disclosed to authorized officials making similar, subsequent determinations.

ROUTINE USES: Any disclosure of this record or information in this record is in accordance with routine uses found in System of Records Notice OPM/GOVT-1, General Personnel Records. The Commission may disclose this information under the following circumstances:

- (1) To the appropriate Federal, State, or local agency responsible for responsible for investigating, prosecuting, enforcing, or implementing a statute, rule, regulation, or order, when the FCC becomes aware of an indication of a violation or potential violation of a civil or criminal law or regulation.
- (2) To disclose information to any source from which additional information is requested (to the extent necessary to identify the individual, inform the source of the purpose(s) of the request, and to identify the type of information requested), when necessary to obtain information relevant to an agency decision to hire or retain an employee, issue a security clearance, conduct a security or suitability investigation of an individual, classify jobs, let a contract, or issue a license, grant, or other benefits.
- (3) To disclose to a Federal agency in the executive, legislative, or judicial branch of government, in response to its request, or at the initiative of the FCC, information in connection with the hiring of an employee, the issuance of a security clearance, the conducting of a security or suitability investigation of an individual, the classifying of jobs, the letting of a contract, the issuance of a license, grant, or other benefits by the requesting agency, or the lawful statutory, administrative, or investigative purpose of the agency to the extent that the information is relevant and necessary to the requesting agency's decision.
- (4) To provide information to a Congressional office from the record of an individual in response to an inquiry from that Congressional office made at the request of the individual.
- (5) To disclose to another Federal agency, to a court, or a party in litigation before a court or in an administrative proceeding being conducted by a Federal agency, when the Government is a party to the judicial or administrative proceeding.
- (6) To the Department of Justice, or in a proceeding before a court, adjudicative body, or other administrative body before which the Commission is authorized to appear when:
 - (a) The Commission, or any component thereof; or
 - (b) Any employee of the Commission in his or her official capacity; or
 - (c) Any employee of the Commission in his or her individual capacity where the Department of Justice or the Commission has agreed to represent the employee; or
 - (d) The United States, when the Commission determines that litigation is likely to affect the FCC or any of its components, is a party to litigation, or has an interest in such litigation, and the use of such records by the Department of Justice or the FCC is deemed by the Commission to be relevant and necessary to the litigation provided, however, that in each case it has been determined that the disclosure is compatible with the purpose for which the records were collected.
- (7) By the FCC or by the Office of Personnel Management (OPM) to locate individuals for personnel research or survey response, and in the production of summary descriptive statistics and analytical studies in support of the function for which the records are collected and maintained, or for related workforce studies. When published statistics and studies do not contain individual identifiers, in some instances, the selection of elements of data included in the study may be structured in such a way as to make the data individually identifiable by inference.
- (8) To disclose, in response to a request for discovery or for appearance of a witness, information that is relevant to the subject matter involved in a pending judicial or administrative proceeding.

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